

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** RECORDS MANAGEMENT**POLICY NO.** 880

PURPOSE:: To control the creation, maintenance and associated expense of business-type records.

POLICY:: The Department and its organizational units shall limit creation of records by the use of form control procedures and other managerial controls. When records are created, the Department shall comply with appropriate State Code and County Ordinance requirements to assure that the records are available for public scrutiny.

The Chief Administrative Officer's guidelines for records retention have been adopted by the Department as its official policy, and all administrative units in the Department shall cooperate with the Chief Administrative Officer's Records Management Coordinator.

The Department expects responsible personnel to see that duplicate records are not generated unless essential to the business of the Department. When duplicate records are created, it is the responsibility of supervisors to see that such records are maintained only for the period provided by law.

GUIDE:: Accounting and payroll records shall be kept for a period of five years or until audit, whichever comes first. In the case of original payroll documents, the Department shall follow the policies of the Auditor-Controller's office regarding retention of these records.

AUTHORITY:: California Government Code
Los Angeles County Administrative Code
Chief Administrative Officer's Administrative Instructions

EFFECTIVE DATE: Nov 24, 1975

SUPERCEDES:

APPROVED: Signature on File
